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**BUDGET COMMITTEE MEETING MINUTES**  
**October 29, 2015**

Members Present: Carl Hagstrom, Virginia Doerpholz, Martin Nolan, Natasha Michelson, Ben Thomas, Fred Wilkinson, and Selectman Susan Silverman

Members Absent: Win Wright, Selectmen's Representative, Nancy Carney

Chairman Hagstrom convened the meeting at 7:00 p.m.

Mr. Hagstrom stated that the Fire Department has a new wage scale but not everyone would get \$8.29 per hour; it is dependent on what their job responsibilities are. Mr. Hagstrom asked Warren Hall if everyone answers a call should they log in. Mr. Hall reported that there was a sheet listing who was on call and fire house – it shows the time the call went out and when responded and when returned. Mr. Hagstrom gave an example of what happened if someone left early – do they sign anything. Mr. Hall stated that they sign their timesheet at the end of the month. The timesheet is turned into the Town Hall – Selectmen's Office. The timesheets show only totals.

Mr. Nolan asked if there was any backup that showed if someone was on a call and if they were available for review by officials. Mr. Hall stated that they are locked up at the fire house.

Mr. Hagstrom thanked Mr. Hall for answering Committee Members questions.

7:10 – Land Use Budget:

Terry Silverman presented the Land Use budget.

Line 110 – Salaries – Full-Time – requesting \$42,432 – increase of \$707.

Line 210 – Group Insurance – Health – increase of 281.

Line 219 – Group Insurance – Disability – no change.

Line 220 – Social Security – increase of \$112.

Line 225 – Medicare – increase of \$26.

Line 230 – Retirement Contribution – increase of \$160.

Employee Benefits total \$16,848 – increase of \$298.

Line 315 - Consultant Services – no change. Mr. Hagstrom asked what this expense was and Sandra Gills reported that it was for contracting with Carol Ogilvie.

Line 318 – Labor Contract Services – for copier

Line 341 – Telephone – no change

Line 353 - Advertising – increase of \$87 - sending out notifications.

Mr. Nolan asked why the telephone cost was so high this year. Ms. Gillis stated that she couldn't answer why it was higher. Ms. Favreau asked Ms. Gillis why she budgeted the same, if the cost was up. Discussion continued on the rates. Ms. Gillis stated that it included calls for the Planning Board and District Commission and that maybe more calls were made. Mr. Silverman asked to increase the telephone budget to \$750. Mr. Nolan asked if this was a separate line. Ms. Favreau reported that there are separate lines and we receive one invoice with the charges broken down by individual lines. Mr. Nolan asked if changing the telephone budget to \$750. Mr. Silverman replied "yes".

Purchased Professional & Technical Services total \$1,650 – increase of \$237.

Line 440 – Rentals/Leases – increase of \$20.

Line 550 - Printing – increase of \$150.

Line 560 – Dues/Subscriptions – reduced by \$12 - SWRPC based on population.

Line 562 – Software Purchase/Upgrade – reduced by \$800. Line item expenditure year-to-date was \$1,425 – annual maintenance – GIS system (\$400 per year annual maintenance/update fee).

Mr. Hagstrom asked about the cost of printing. Mr. Hagstrom stated that last year \$150 was budgeted but no expenditure and asked about the printed maps. Ms. Gillis stated that the maps were included in SWRPC fees. Ms. Gillis shared that the Land Use Manual was printed in-house last year and Mr. Hagstrom asked if it would be printed in-house this year. Ms. Gillis stated that it was dependent upon the number of ordinances that were changed. Mr. Nolan asked why the amount requested was double last year's request. Ms. Gillis stated that she couldn't answer and thought that last year was a guesstimate and it wasn't done and this year it would be more expensive.

Ms. Gillis stated that a mining ordinance would be added plus any new ordinances for 2016. Mr. Silverman reported that it should be a very large book this year as they are working on regulations that would govern how a pipeline would go in and the criteria needed.

Mr. Hagstrom asked if Line 620 – Office Supplies was due to the cost of toner. Ms. Gillis stated that it was toner for the new printer. Ms. Gillis shared that when she came on in 2004 there were so many supplies that this was the first year that she has needed to order supplies.

Mr. Wilkinson asked Ms. Gillis if she didn't plan on spending as much for supplies next year and Ms. Gillis replied "yes". Mr. Silverman stated that \$646 was expended and only asking for

\$500. Ms. Gillis stated that the \$646 included a supply order that she put in and it was paid on the Staples card already. Mr. Wilkinson asked if Ms. Gillis wouldn't need it next year and Ms. Gillis replied "no".

Line 630 - Equipment Maintenance/Repair – no change.

Line 670 - Books/Periodicals – increase of \$300 – code book wasn't done last year or the year before.

Line 820 – Meetings/Conference – increase of \$165.

Line 825 – Mileage/Travel Expense – increase of \$200. Ms. Gillis reported that it was for mileage to meetings/conferences, and included some pipeline meetings as well.

Mr. Hagstrom asked if there were any other questions.

Mr. Wilkinson asked about Line 110 – Salaries – if it was time off this year. Ms. Gillis stated that she was paid only for hours worked and that she took time off for a couple of things this year. Mr. Wilkinson asked if she planned to be very busy next year and Ms. Gillis replied "yes", a few Town things are taking time. Mr. Silverman stated it's the pipeline and if Eversource complies with what they said that they would do – taking longer than expected. Mr. Hagstrom asked if it should be budgeted for in Line 320 – Legal and Mr. Silverman replied "no".

Ms. Silverman reported that the Board of Selectmen had asked Ms. Gillis to gather data on the pipeline and to take minutes of a few meetings. Mr. Silverman stated that it included the Zoning Board of Adjustment as well as the Planning Board.

Mr. Silverman stated that the final budget is an increase of \$1,412 over last year's budget.

Mr. Hagstrom thanked Mr. Silverman and Ms. Gillis for meeting with them.

Mr. Nolan asked what the COLA increase was and Ms. Silverman stated that the Board of Selectmen voted at their meeting on October 26, 2015 to give employees a 1% cost of living increase, effective April 1, 2016.

Mr. Hagstrom asked members to review the minutes of last week's meeting.

Mr. Wilkinson made a motion to approve the October 22, 2015 Minutes. Mr. Nolan seconded. Ben Thomas abstained and the motion passed 5-0.

7:45 – School Board Budget Committee Update:

Tom Parker, School Board Budget Committee Representative met with Committee Members and reviewed the Monadnock Regional School District formula expenses for 2014-15. (See Attached)

Mr. Parker answered questions from members and shared that he had heard that Fitzwilliam's tax bill for this year maybe down a significant amount.

Phyllis Peterson, School Board Representative stated that there were 44 different components that figure into the Town's calculation and she reported that the budget was up by \$400,000, and doesn't include the new contract for teachers.

Ms. Peterson stated that they were trying to get the budget down and discussed options.

Mr. Hagstrom asked that once Mr. Parker had time to analyze the budget maybe he could come back and update Committee Members.

Mr. Hagstrom thanked Mr. Parker and Ms. Peterson for meeting with them.

#### 8:10 - Recreation Budget:

Cindi Beede, Recreation Director, presented the Recreation budget.

Mr. Hagstrom asked if Ms. Beede had any idea on the number of employees. Ms. Beede stated that there are no full-time employees only part-time and she thought they would have 6 part-time employees for the summer recreation program.

Mr. Hagstrom stated that the budget looks pretty good. Mr. Wilkinson asked about the electricity and questioned if bills came every month. Ms. Favreau stated that with the change in Eversource's billing it wasn't notice by Ms. Beede until 3 months out. Ms. Beede explained what she thought happened to inadvertently turn the switch on for the pump. Mr. Hagstrom asked if the bill from Eversource was paper and Ms. Favreau stated that it was and is consolidated. Mr. Hagstrom shared that Mr. Nolan suggested last week putting a light on the pump switch so that if the pump is on – it could be noticed. Mr. Hagstrom asked how the Board of Selectmen would feel about that expense. Ms. Silverman stated that the Board of Selectmen could handle that. It would fall under General Government Buildings fund and Ms. Silverman stated that an electrician could be brought in if doing other work. Mr. Nolan stated that it doesn't have to be done immediately.

Ms. Michelson stated that Ms. Beede had answered all of their questions.

Mr. Hagstrom asked if there were any other questions. Ms. Doerpholz shared that she didn't know there had been a senior exercise program. Ms. Beede shared that when she talked with HHHCS who the program runs through – she was told the numbers were low. Ms. Beede shared that participation was 1%. Discussion continued on the location, time, and different exercises.

Mr. Hagstrom asked if there were any other questions.

Mr. Hagstrom thanked Ms. Beede for meeting with them.

Ms. Favreau handed out an updated budget worksheet and Committee Members reviewed. Ms. Favreau stated that everything was in good shape and Committee Members agreed.

Mr. Nolan stated that he was surprised with Direct Assistance. Ms. Favreau stated that she did a 10 year expenses out and doesn't know what it was and not sure if it was the new Welfare

Director or a combination of this and only a few people coming in. Discussion continued on possible reasons for low numbers and also on property rehab in Fitzwilliam.

Mr. Hagstrom asked if there were any other questions. Ms. Favreau shared that she was still waiting on the tax rate. Ms. Silverman stated that we have budgets that are way under and we would have a surplus now. Discussion continued on the tax rate, using unexpended funds to offset the tax rate, prepaying oil and the cost of oil and propane.

There being no further business, at 8:25 p.m. Mr. Hagstrom made a motion to adjourn. Mr. Wilkinson seconded and the motion passed unanimously.

Submitted by;

Sheryl White  
Secretary